

**CLASS TITLE: CHIEF OF INSPECTIONS, OFFICE OF CANNABIS  
REGULATION (DBR)**

**Class Code: 02285501  
Pay Grade: 35A  
EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Business Regulation (DBR), to lead, be responsible for, and supervise the work of subordinates engaged in the inspection of cannabis licensees operating medical marijuana compassion centers, adult use retail dispensaries, licensed marijuana and industrial hemp cultivators, ancillary licensees including manufacturers, processors, and transporters in the state of Rhode Island; to ensure that inspections are occurring in accordance with Department regulations and state laws; to work with licensees and Department staff to communicate and enforce requirements for overall compliance with Department regulations and state law; to develop and execute a strategic cadence of inspection activities, to advance the policy and compliance goals of the Department; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of the Chief of the Office of Cannabis Regulation (OCR) and the Principal Economic and Policy Analyst with considerable latitude for the exercise of independent judgement.

**SUPERVISION EXERCISED:** Plans, assigns, supervises, and reviews the work of all subordinate inspection personnel of the Office of Cannabis Regulation.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Business Regulation (DBR), to lead, be responsible for, and supervise the work of subordinates engaged in the inspection of can, cannabis licensees operating medical marijuana compassion centers, adult use retail dispensaries, licensed marijuana and industrial hemp cultivators, ancillary licensees including manufacturers, processors, and transporters in the state of Rhode Island.

To ensure that inspections are occurring in accordance with Department regulations and state laws; to work with licensees and Department staff to communicate and enforce requirements for overall compliance with Department regulations and state law.

To develop and execute a strategic cadence of inspection activities, to advance the policy and compliance goals of the Department.

To participate in such inspections from time to time as needed.

To develop and implement standard operating procedures (SOPs) for cannabis inspections.

To coordinate with OCR leadership and staff to ensure coordination of inspection activities with policy and program priorities.

To participate in and support enforcement actions stemming from findings of inspection activities.

To recruit, hire, and train subordinate inspection personnel.

To coordinate inspection activities with relevant state and local regulatory and law enforcement entities, including the Office of the State Fire Marshal, state and local building officials, and state and local law enforcement agencies, as needed.

To support the dissemination of relevant information to licensees, including changes in Department policy/regulations, anticipated developments in inspection and enforcement priorities, etc.

To support the implementation of integrated seed-to-sale tracking and licensing IT systems with a particular focus on licensee education, training, and support.

To do related work as required.

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practice of medical and adult use cannabis industry; a thorough knowledge of applicable state laws and Department regulations; a detailed understanding of the inspection of cannabis cultivation and dispensing facilities; the ability to plan, assign, supervise, and review the work of an inspection staff; the ability to operate a computer and access digital information from databases and electronic systems; the ability to compile data in spreadsheets and other digital formats; the ability to establish and maintain effective working relationships with superiors, subordinates, licensees, state and local regulatory and law enforcement officials; the ability to research topics and issues involved in the cannabis industry; the ability to prepare written reports and make recommendations; the ability to make presentations of data and information to stakeholder groups; and related capacities and abilities.

#### **EDUCATION AND EXPERIENCE:**

Education: Graduation from a college of recognized standing; and

Experience: Considerable employment in a responsible position involved with the inspection of licensed marijuana facilities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 21, 2021